

**CITY OF LEBANON
MANAGER UPDATES
Month of July 2023**

City Manager Updates are monthly reports that contain departmental information compiled by the Manager's Office. In an effort to keep the Council apprised of recent City activities, these updates are provided to the City Council in advance of the Council meeting. This provides the Council with an opportunity to ask questions of the administration, and to possibly answer questions raised by their constituents.

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AIRPORT

July	2023 Year to Date	2022 Year to Date
Enplanements	5893	5170
Aircraft Operations	17139	15112
Airport Expense	1,468,904	813,841
Airport Revenue*	909,536	671,771
General Fund Support	0	0

* Includes Grant Funds

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-064 Terminal and Sand Shed Rehabilitation	Work started 24 October 2022. Complete except for electrical and punch list.	<ul style="list-style-type: none"> • Install electrical meter bank, transformers. Meter bank to ship 15 October. • Punchlist. To occur with electrical work
AIP-066 Localizer Relocation Study	Study completed	<ul style="list-style-type: none"> • FAA to complete drawdown • Close grant
AIP-070 Runway Safety Project – Data Collection and Permitting	<ul style="list-style-type: none"> • Partial design complete. • Permits submitted for approval. 	<ul style="list-style-type: none"> • Receive approved permits • Close grant
AIP-071 Runway Safety Project – LOC Relocation Design	FAA has completed design and submitted for inclusion in bid package for taxiway project.	<ul style="list-style-type: none"> • FAA to complete drawdown. • Close grant.
BIL – Apron Rehabilitation	<ul style="list-style-type: none"> • Project bid. • Grant application submitted to FAA. 	<ul style="list-style-type: none"> • Accept grant. • Construct project. • Close grant.
Runway Safety Project – Avigation Easement	<ul style="list-style-type: none"> • Property surveyed and assessed. 	<ul style="list-style-type: none"> • Acquire easement • Record on Property Map • Close grant.
Runway Safety Project – Design, Bidding Services, Permitting	<ul style="list-style-type: none"> • Design complete. • FAA grant applied for. 	<ul style="list-style-type: none"> • Bid project • Close grant

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	42	191
Number of Property Inspections	54	555

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$268,787.00	\$1,620,788.00	\$1,477,396.74
Dog Licenses	\$2,169.50	\$9,591.00	\$10,391.00
Vital Records	\$2,061.00	\$17,347.00	\$19,710.50

Highlights:

- Jessica Keane and Victoria Chandler have joined our team as Assistant City Clerks. Jessica and Victoria are highly involved in the community and have several years of experience in customer service. Welcome Jessica and Victoria!
- Liens were executed against any outstanding 2022 Property Taxes and the deeding process for delinquent 2020 taxes have begun.
- City Clerk Jaseya Ewing attended her first year of the Joint Certification Program to become a certified City Clerk and Tax Collector in the State of New Hampshire. She connected with clerks and tax collectors from neighboring communities and looks forward to becoming certified in the next years.
- While revenue for dog licensing continues to stream in, we would like to remind residential dog owners to visit the office to renew their dog(s) license. Fees will continue to accrue unless paid. To learn more about the laws governing dog licensing, please refer to RSA 466 or contact the City Clerk's Office for additional information.

FINANCE

REVENUES	2023 Budget	Current Month July	Year to date	% collected
General Fund	\$34,880,840	\$726,557	\$22,227,878	63.7%
Landfill	\$4,311,230	\$384,136	\$2,564,225	59.5%
Water	\$4,436,960	\$8,237	\$2,316,331	52.2%
Wastewater	\$7,862,020	\$51,727	\$2,760,837	35.1%
Airport	\$1,810,620	\$75,776	\$912,953	50.4%

EXPENSES	2023 Budget	Current Month July	Year to date	% expended
General Fund	\$38,460,840	\$2,602,512	\$24,095,314	62.6%

Landfill	\$4,916,230	\$343,761	\$3,522,817	71.7%
Water	\$4,436,960	\$185,723	\$3,225,690	72.7%
Wastewater	\$7,862,020	\$469,697	\$5,774,520	73.4%
Airport	\$2,035,470	\$85,338	\$1,468,904	72.2%

Highlights: Robert Varnum was hired as Accounting Clerk III. Robert previously worked for the City of Keene.

FIRE

July 2023	Current Month	Year to Date	Prior Year to Date
Fire	3	62	53
Rescue & Emergency Medical Calls	259	1758	1701
Hazardous Conditions	7	38	43
Service Calls	21	112	144
Good Intent Calls	22	145	156
False Alarms	47	209	192
TOTALS	359	2331	2298

Highlights:

- Lieutenant Coelho received his Fire Officer Designation through the Center for Public Safety Excellence.
- Firefighter Isaac Cleveland received his Paramedic Certification through the National Registry of Emergency Medical Technicians.
- 7/12/23 Responded to a Swift Water Rescue at Mascoma Dam. Three occupants were rescued from a boat stuck in the dam.
- 7/15/23 Responded to the Connecticut River on South Main Street for a Swift Water Rescue. One victim was rescued from the river.
- 359 Total Calls
- 229 Single Calls
- 89 occasions where 2 calls came at same time (**at least 4 people committed on Calls and unable to respond to other calls**)

- 16 occasions where 3 calls came at the same time (**the entire duty shift committed on calls and unavailable to answer other calls**).
- 3 Occasions where 4 calls came at the same time (**the entire duty shift was committed on calls and either mutual aid or off duty staff was requested to handle the 4th call.**)
- 0 occasions where 5 calls came at the same time
- 744 Hours in the month of July
- 370 hours (50%) of the time LFD was staffed at 5 personnel which means after two calls which happened on 89 occasions there was only 1 member available to respond to the next emergency.

Other Events & Activities

- Chief Wheatley met with the West Lebanon Revitalization Committee and provided a site visit of station 2.

Community Paramedic

New Referrals:6

Active Clients:14

Encounters:28

Encounters by type:

Hospital:1

Home:14

Telephone:10

Combined Nurse visit: 3

Community Nursing

Active Clients:25

Encounters:152

Encounters by type:

Home:26

Coordination of Care: 77

Telephone:74

Email:1

Annual Department Revenues

\$838,203.00

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Meeting/Group	Meeting Date	
Upper Valley Housing Support Team	7/6/2023	†
Housing First	7/14/2023	†
Upper Valley Continuum of Care/Data Group	Did not meet	
Greater Upper Valley Joint Housing Team	Did not meet	
NH Balance of State Continuum of Care	7/19/2023	†
NH Coalition to End Homelessness	7/14/2023; 7/20/2023	†
Energy Advocacy Council	Did not meet	
Lebanon MIH Advisory Council	Did not meet	
Service Coordinator Roundtable	7/17/2023	†
NH Local Welfare Administrators Association	7/12/2023	†
Public Health Council of the Upper Valley	Did not meet	
Housing Action NH	Did not meet	
NH Council on Housing Stability/Housing and Homelessness Workgroup	7/12/2023	†
NH Mayors' Homelessness Working Group	7/18/2023 (†); 7/25/23	
Upper Valley Municipal Leaders	7/11/2023	†
Upper Valley Strong	7/11/2023; 7/17/2023; 7/18/2023; 7/25/2023; 7/26/2023	†

Workshops/Trainings

Workshop/Training	Date	
Mental Health Awareness for Leaders	7/11/2023	†
Active Shooter Training	7/25/2023	

† Participated by video

Monthly In-Office Activity

Authorized Voucher Totals

	July 2023	July 2022
Rent Assistance	\$2,445.00	\$0.00
Security Deposit*	\$0.00	\$1,800.00

Motel Assistance**	\$4,257.00	\$0.00
Shelter Sponsorship	\$280.00	\$1,200.00
Electric	\$1,335.39	\$0.00
Cremation	\$0.00	\$2,600.00
Total	\$8,317.39	\$5,600.00
Year to Date	\$138,694.53	\$31,037.41

*Agreements are rendered with landlords so that all security deposits are returned to the City should the tenant vacate the housing without first reimbursing the City for the deposit.

**Motel assistance is granted as a means of temporary emergency housing pending shelter placement or permanent housing.

Assisted Cases

July 2023	10 cases involving 15 adults and 10 children Extensive case management provided to 3 households
July 2022	5 cases involving 5 adults and 4 children Extensive case management provided to 2 households

Notices Issued

	2023	2022
Rent/Security Deposit	6	1
Motel	6	0
Shelter Sponsorship	1	2
Electric	4	0
Cremation	0	2
Denials	1	0
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	1	0

Contacts with Clients

	2023	2022
Appointments	61	25
Home Visits	5‡	3‡

‡ Multiple HS clients, some with mobility issues, needed in-home services.

Case Collaboration/Referrals

AGENCY	July 2023	Year to Date 2023
Tri-County CAP (homeless outreach/shelter/coordinated entry)	0	3
Tri-County CAP (rent/security/NHERAP)	2	18
Tri-County CAP (fuel/electric)	2	17
LISTEN (housing)	6	62
LISTEN (fuel/electric)	4	10
LISTEN (food)	2	8
LISTEN (thrift store voucher)	0	1
LISTEN (discretionary funds)	0	3
Haven (shelter or shower)	0	36
Haven (housing)	0	12
Haven (food)	0	1
Haven (discretionary funds)	0	2
Claremont Shelter	0	14
NH DHHS (food stamps)	3	30
NH DHHS (cash assistance)	0	5
NH DHHS (medical)	4	30
NH Bureau of Elderly and Adult Services	1	4
NH Employment Security	0	0
Senior Center/Service Link	2	23
Headrest	0	9
WISE	1	7
West Central Behavioral Health	2	9
Mobile Integrated Health Team	1	8
Catholic Charities	3	14
Good Neighbor Health Clinic	0	4
Red Logan Dental Clinic	0	0
Easter Seals/Supportive Services for Veteran Families	0	1

Other NH Town Welfare office	3	31
VT Economic Services	1	7

Year-to-date tallies are not unduplicated cases or referrals. Some cases receive case collaboration over months and multiple referrals.

Reimbursement Received

	July 2023	Year to Date 2023
Client	\$0.00	\$1,803.72
SSI	\$0.00	\$0.00
Medicaid	\$0.00	\$0.00
Other Town***	\$0.00	\$0.00
TCCAP/Grafton County Cold Weather Shelter Funds	\$862.58	\$6,589.67

***Reimbursement received from another NH municipality because Lebanon Human Services assisted a resident of that town.

Liens in July 2023: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	8,688	54,436
Circulation of ebooks and downloadable audiobooks	2,697	18,045
Internet Use	985	2,332
Meeting room bookings (no. of groups, not attendees)	283	1,444
Number of library-led programs	21	116
Attendance at library-led programs	554	3,774
Card holders registered	127	747

PLANNING & DEVELOPMENT

Permit/Applications July	Res.	Comm.	Total YTD 2023 (JAN-JUL)	Total YTD 2022 (JAN-JUL)	YTD 2023 Permit Fees	YTD 2022 Permit Fees

					Collected	Collected
Building Permits	38	29	359	285	\$886,213.59	\$752,159.98
Planning Board Applications	0	2	20	22	\$\$7,744.25	\$16,392.50
Zoning Board Applications	0	0	18	20	\$2,466.81	\$5,209.04

Inspection Activity	July	YTD 2023
Total Inspections	210	1451

POLICE

	July	Year to Date	Prior Year to Date
Dispatch Calls for Service	2883	20300	19066
Police Calls for Services	2446	17328	16247
Incident-Based Reporting Calls	113	658	638
Traffic Accidents	59	414	410
Property Damage	25	168	185
With Injury (possible)	6	34	37
Involving Bicycle or Pedestrian	1	3	6
Referred to Outside Agency	2	13	3
Hit and Run	13	94	98
Parking Lot	20	153	138
Arrests	89	622	597
DWI Arrests	6	32	49
Motor Vehicle Stops	270	2420	3047
Warnings	251	2273	2844
Citations	19	147	203
Problem-Oriented Policing Calls	7	329	176

Community Involvement

- On July 6, 2023, Officer Eric Hunter did a scam and fraud presentation to Quail Hollow residents.
- On July 23, 2023, Corporal Logan Scelza and K-9 Allergo visited residents and staff at David's House.
- On July 25, 2023, Lieutenant Michael Wright and School Resource Officer Gregory Parthum presented CRASE training to City staff.

- On July 31, 2023, the Lebanon Police Department held the first RAD class of 2023. The next sessions will be held on August 2nd, August 9th, and August 12th.

PUBLIC WORKS

Solid Waste

Month: July	2023	2022
Landfill Facility MSW	3,232 (tons)	2,985 (tons)
Wastewater Bio-solids Received	349 (tons)	327 (tons)
Leachate Generation & Pumping	652,256 (gallons)	273,493 (gallons)

Recycling

During the Month of July, the following items were shipped to recycling markets:

- Aluminum=11.57 tons
- Scrap metal=76.99 tons
- Electronics=2.41 tons
- Cardboard= 22.55 tons
- Textiles= 3.16 tons
- Plastic=17.92
- Plastic Bags can now be recycled at the Recycling Center. They will be bailed and shipped to Trex Decking.

Other: Solid waste staff attended two farmers markets to help get the word out about our new bag program.

Water Treatment Plant

Month: July	2022	2023
Water Treatment Plant-Production	51.96 MG	48.77 MG

- The water treatment plant pumped 3.19 MG less in 2023 vs 2022, a 6.1% decrease.

Lab Highlights

- All monthly required testing was completed, and all results passed.

Equipment Repair/Maintenance

- Water Storage Tanks cleaning and inspection
- Telemetry computer resets
- Sludge Pump #1 (main breaker and transformer)

- Crafts Hill Tank (replaced communication cable, level transmitter, level transmitter lightning arrestor, radio lightning arrestor, Fortinet firewall, analog card, reprogrammed PLC)
- Routine maintenance

After hour call-in:

- There were 17 after-hour laptop and/or call-ins. (Win911, SCADA computer resets, Telemetry remote stations, Storm events)
- There were 17 after-hour laptop for Crafts Hills Tank operations.

Customer Service / Water Quality Inquiries:

- 2 (Lead and Copper information)

Training

- One employee (Project Management, Mental Health for Leaders)

Wastewater Treatment

Month: July 2023	2022	2023
Daily Avg. flow treated	1.1488 MGD	2.2564 MGD
Solids Inventory	17,872 lbs.	15,208 lbs.
Septage Receiving	209,810 gal.	507,475 gal.

Operations highlights

- There was one exceedance of our NPDES permit in July 2023. This was due to high flow management operations during a heavy rainfall event not being executed properly. Lebanon wastewater staff have been retrained on high flow procedure.
- Lebanon Wastewater treated 69,949,700 gallons of wastewater in July.
- Lebanon Wastewater treated 507,475 gallons of septage for the month of July. This is our highest monthly total ever.
- Lebanon Wastewater dewatered and delivered 194.43 wet tons of sludge to the landfill in July 2023.
- Effluent quality was very good for the month, TSS average was 4.0 mg/l, and BOD average was 4.0 mg/l.
- The Huber dewatering project is in operation and a walk through for substantial completion was done in July.
- AD Instruments installed (3) new VFD's in the treatment plants sludge storage building.
- Plant staff cleaned and performed maintenance on the sludge blend tank in July.
- Plant staff continue to implement and monitor for odor control efforts in the collection system. We are still dosing chemical at Shaker Bridge and Lower

Shaker Village in Enfield, and monitoring hydrogen sulfide concentrations at the RT.4A atmospheric break and at the control vault on Bank St. EXT.

- Plant staff replaced a drive motor on #1 Primary clarifier in July.
- Plant staff have been working on Magnesium Hydroxide Mixer replacement in July.
- The city electrician has partially installed our new solitax solids meters starting in July. This project is around 60% complete.

Laboratory

- Total nitrogen concentration average was 9.54 mg/L and 164.25 Lbs./day in July. TKN portion of total nitrogen was 1.77 mg/l and 31.11 lbs./day was in the form of Total Kjeldahl Nitrogen. The pounds numbers were increased based on flow into the plant being substantially higher for the month.
- Monthly BOD average for final effluent was 4.0 mg/l.
- Turbidity final effluent monthly average was 2.26 NTU.
- Effluent TSS monthly average is 4.0 mg/l for July 2023.
- S.V.I. average for July was 108.
- Effluent E-coli average geometric mean for was 3.0 MPN/100ml. The daily max was 17.5 MPN/100ml.
- Effluent pH average for July was (7.1)

Industrial Pretreatment Program

- A draft PFAS sampling plan was submitted for benchmark monitoring starting this summer. Three locations were selected to sample and analyze based on collection system layout and industrial activity in those areas. Sampling was completed in June and samples sent to Eastern Analytical for analysis. The data is being organized into a log so that it can be put on the City's website for public viewing.
- Hanover IMA semiannual report was submitted in July.
- The city is continuing to do industrial sampling for all industries that require it as part of their industrial discharge permits.

Highway Maintenance

For the month of July, we had personnel working with D.R. Key flagging and hauling material on Stevens Road. We had a truck and driver working with United Construction on the Poverty Lane under-drainage job. Crews worked on washouts in various locations throughout the city from the heavy rains we had. We worked on the intersection of Church Street and Spring Street to fix leaning curb, repaved sidewalk, and repaved a bad section of the intersection in preparation of chip sealing. Painting of arrows, crosswalks and stop bars continues to be worked on at night. Roadside mowing continues throughout the city.

Fleet

In the month of July, the Fleet Division stays busy with scheduled maintenance and daily repairs. With no major breakdowns in the month, we had time for more normal maintenance. The mechanic checked all equipment that has been out all summer, working on all the storm damage and made all necessary repairs. We also spent a few days working on the fence around Colburn Park replacing broken fence pickets. We received our new roadside mower this summer and it's been out mowing all summer.



Cemeteries & Park Maintenance

July	2023
Cemeteries & Park Maintenance	
Burials/Cremations	2-Full/8-Cremation
Entombments	0
Vaulted Grave Sale/Trust Fund Sales	2-GR/2 -Special Reserve
Grave Transfers	0
Foundations	0
Place Grass Marker	1
Natural Burial Grave Sales/ Trust Fund Sales	-GR/ -Special Reserve
Natural Burials	

For July, our activity was the same as the previous month. Two full burials and eight cremations. One full weekday, one full weekend, seven cremations weekdays and one on the weekend.

Crews continued with rotation of cemetery maintenance. We obtained one seasonal employee in the month of June who will be with us until the end of October.

Update on School Street Cemetery. The cemetery is opened but cordoned-off along the area of the affected slope. This will remain in place while Sanborn Head Engineer company completes their survey over the next 12 months. With all the heavy rainfall throughout the summer since the original slide, it appears the repair is holding through visual inspections. Sanborn Head installed monitoring wells last month to monitor movement and water levels.

In the month of August, staff will continue mowing rotation and continue with burials as they are scheduled.

Energy & Facilities

No report available this month.

Engineering

South Main Street Bridge Project

- Approval to move to Final design has been received. Additional geotechnical engineering field work and right-of-way acquisition is pending.

Downtown Tunnel Rehabilitation Project

- Leaks in the tunnel that had developed toward the end of construction are in the process of being addressed this summer. The joints will be cleaned and re-sealed.

20 Spencer Street Project

- Residual groundwater contamination issues are on-going and currently being addressed.

Mt. Support Road/Lahaye Drive Intersection

- Final design and permitting is on-going. 90 percent complete plans are due this month. The City is coordinating with Dartmouth Hitchcock and Dartmouth College regarding property impacts, utility coordination, and traffic impacts during construction. Construction is currently scheduled for Spring of 2024.

Route 120/Hanover Street Bridge Project

- Preliminary design plans, specifications and estimate are expected to be completed in late summer. The project will then move to final design and ROW acquisition/easement negotiations.

Lahaye Drive Multi-Use Path Project

- Final design and bid documents are being finalized. Construction is planned for early 2024.

CSO #11 – Phase 2, Mechanic Street and Granite Street Area

- Completed walk-through of entire project to observe condition of lawns. Twenty-two lawns are in poor condition and not well established with grass. Wright-Pierce notified, and Park Construction will be asked to address the poor lawns. Retainage has been held for this issue.

CSO#12, Ora, Avon, Freeman, Bomhower, Myra, Mascoma and Mechanic Streets and cross-country areas between Mascoma St. and Mechanic St. and, Mechanic St. to the Mascoma River

- Site walk completed to observe lawns. Also found some spalling concrete sidewalk. Photos sent to Wright-Pierce. Wright-Pierce to develop plans to address these issues prior to final completion. Retainage has been held for this issue. Spalling concrete addressed. Lawns to be addressed by Park.

CSO#13 – Rte. 12A, Romano Circle and cross-country to interceptor

- Record drawings are almost complete. GIS data is ongoing.
- Photos of two puddles sent to Wright-Pierce. Notts Construction repaired a puddle adjacent to the bus stop. The second puddle, on the north side of the project along Route 12A, will be monitored over the winter. Warranty issue.

Mechanic St./Mascoma St./High St. Roundabout

- Title research has been completed on all impacted parcels identified on the plan by the NHDOT Bureau of Right-of-Way.
- National Environmental Policy Act (NEPA) document almost complete. Final NEPA document approved after Public Hearing.
- NHDOT will approve Final Design scope and fee after NEPA document is approved.
- NHDOT Public Hearing held on May 18, 2023, at City Hall.
- ROW negotiations and Final Design underway.
- Statewide Transportation Improvement Program (STIP) update is needed for increase funding due to ROW increase.
- Provided ROW acquisition estimate. Regarding the full acquisition of a business, they have re-establishment rights plus moving costs and getting fitted up to operate at the new location.
- City submitted letter to the NHDOT requesting additional funds.
- Presentation to Estimate Review Committee held February 10, 2023.
- Estimate Review Committee approved additional funding.
- Asked NHDOT if City could accelerate ROW process by using City funds to

purchase property. NHDOT said yes but must follow Uniform Act. The city has retained an Appraiser. Initial abutter meetings have been completed. Appraisals completed and are being reviewed.

- If ROW goes well, Project Bidding in January 2024.
- If ROW goes well, Project Construction in 2024.
- If Eminent Domain process is required, Bidding and Construction in 2025.

Kimball St./Forest Ave Reconstruction Project

- Bids received May 18, 2023.
- Notts Excavating was lone bidder. \$2.84M Kimball, \$1.98M Forest.
- Total Project Budget with 5% Contingency \$6.18M, CIP Appropriation \$6.26M.
- Project Awarded to Notts Excavating.
- Preconstruction meeting held August 8, 2023.
- Project construction starts September 1, 2023.
- Project completion November 15, 2024.

Trues Brook Road Bridge Project

- Received Municipally Owned Bipartisan Infrastructure Law (MOBIL) funding covering 100% of the construction costs for the project on March 18, 2022.
- MOBIL funding program requires projects to conform to LPA process. Therefore, the project must follow LPA ROW procedures and complete NEPA permitting. Mobil project funding program will delay project construction 1 year.
- A temporary bridge will be constructed to maintain traffic during the construction of the bridge.
- Received NHDOT Preliminary Plans Approval June 10, 2022.
- NHDOT indicated that Hoyle Tanner can continue with the creation of Final Plans.
- NHDOT requested that Hoyle Tanner submit a revised final design scope and fee for review and approval. No Independent Government Estimate (IGE) process for Municipal Bridge Aid Program or MOBIL program.
- The new scope, schedule, and budget has been submitted to the NHDOT and reviewed. Approval pending.
- Individual meetings with abutters are ongoing.
- Appraisals on two properties underway.
- Project Construction starts 2025.

Miracle Mile Water Main Replacement Project

- Project awarded to Notts Excavating for \$1,926,013.56.
- Construction April 24, 2024 – October 27, 2024
- Separate project to mill, shim, and overlay the roadway full width from just

east of Exit 19 to the Terry Dudley Bridge in 2024.

DHMC Interconnection to Hanover Water System

- August 29, 2022, DH Funding Commitment Letter to NHDES.
- Interconnection Agreement with DH has been executed.
- Drafted Intermunicipal Agreement with Hanover. Met with Peter Kulbacki and Christina Hall on September 14, 2022, to review Agreement. Final Agreement pending execution.
- DPW to design, permit, and bid the water booster pump station project.
- Site Survey completed.
- Summer 2023, Permitting.
- Summer/Fall 2023, Final Design and Bidding.
- Summer 2024, Construction.

Main Street West Lebanon

- Grant for \$2.3M awarded.
- Reached out to Naomi Johnson, Dufresne Group Project Manager, to request a proposal to complete Tracy Street drainage analysis, size pipes, develop alternatives, and complete the design plans. Naomi submitted a proposal. PO issued.
- Called Greg Bakos to discuss additional survey.
- Received proposal from Greg for final design. I reviewed the proposal and sent comments to Greg. Greg updated the proposal and cost matrix based on HUD requirements.
- PSA executed.
- Project kickoff meeting held August 9, 2023.
- Final Design will be completed by September 2024.
- Bid September 2024.
- Project Construction 2025.

Westboro Yard Multi-Use Path

- Met with David Brooks and Naomi Johnson, Dufresne Group Project Manager, to go over project. Project transitioning to DPW.
- Walked on the edge of the river and proposed path alignment and took photos. Four existing culverts. No disturbances and upgrades to the culverts required as part of the path project.
- 90% of the Design Plans completed.
- Permitting is the next step. We need State signatures (property owners) on the permit applications.

Slayton Hill Roundabout

- Working to purchase 160 Mechanic Street.

Mechanic Street Sidewalk – Slayton to Legion

- \$290,250 Congressionally Designated Spending Grant.
- Project to follow typical Federal Aid process including NEPA, ROW, Buy American/Build American, Davis Bacon Wage Rates, etc.
- All \$\$ to be spent by September 30, 2025
- Received Qualification Statements from Stantec and other pre-qualified consultants, Weston & Sampson, Wright Pierce, and Dubois & King.
- Stantec was selected as the most qualified consultant.
- Scope and fee approved by the NHDOT. Preliminary Engineering funds being obligated by the NHDOT.
- Notice to Proceed with Engineering Study being processed.
- Kickoff meeting held August 2, 2023.

Second Water Source Development

- Production well to be constructed in August 2023.

Baker's Crossing Pressure Sewer

- Site survey completed.
- Design ongoing.

Utility Operations and Maintenance

Water

- Worked with contractor on Miracle Mile Project
- Marked Dig Safe locations
- Mowed easements
- Cleared trees from easements
- Fixed easement roads
- GIS mapping
- Meter reading
- High water usage investigation
- Hydrant flow tests
- Checked bleeds
- Hydrant repairs
- Replaced three hydrants
- Weed whacked hydrants
- Culvert replacement on 65 Pumping Station Road
- Worked with contractor for Novo Nordisk water main installation

Sewer

- Marked Dig safe locations
- Sewer taps on 9 Messenger
- Jetted troubled sewer mains
- Gas, Grease & Grit inspections
- Repair Vac Truck

Electrical Support

- Assisted Water, Wastewater, Solid Waste, City Hall, and Highway as needed with electrical issues
- Solitax installation on Waste Water’s aeration tank
- Street light conversion project
- Traffic lights and cross walks
- Electrical work at Police Department
- Crafts Hill Tank level issue
- Generator at Highway project
- City wide lighting conversion project
- Airport transformer that feeds navigation aide

RECREATION, ARTS & PARKS

Program	Volunteers	Residents	Non-Residents	Total
Running Club Memberships	9	122	236	358
UV Running Series	3	16	34	53
Couch to 5k	5	26	24	55
Total Running Club Memberships and Programs: 466				
Harmony Night	2	12	26	38
Adult Softball		91	153	244
Carl Wallin Throwing Club	1	6	7	13
Savvy Seniors – New London Barn Playhouse	-	10	2	12
Savvy Seniors – Highland Games		6	2	8
Total Adults Programming: 315				
Golf	-	4	1	5
Field Hockey Clinic	4	31	21	56

Tennis Lessons	1	32	8	40
Total Youth Sports: 101				
Outdoor Adventures		57	12	69
Theater – Jungle Book		21	9	30
Total Youth Programs: 99				
Pool Season Passes		226	25	251
Pool Swim Lessons		334	69	403
July Daily Check-ins (includes swim lessons)				2338
Total Pool: 2338				
Camp K 5-6 year olds		189	18	207
Camp K 7-8 year olds		195	4	199
Camp K 9-12 year olds		216	17	233
Camp K Hits the Road		174	7	181
Camp K Leaders in Training		6	5	11
Total Camp K: 831 (up 33% from 2022 capacity enrollment)				
Total All Programs: 4150				

Parks Maintenance Project Updates

Major Projects	Vols	Status
Northern Rail Trail		Clearing trees and planning trailside mowing and bridge rehab project.
Pool maintenance		Daily operations and planning pump replacement
Graffiti removal		Planning Diversion Court project with the people who destroyed the piano.
Summer Field Prep		Ongoing
Riverside Pavillion Painting		Scheduled for September
Pool Parking Lot Sealing		Developing RFP
Tennis Court Resurfacing + adding Pickleball lines		Scheduled for August 16
New Compact Tractor		Received and operational
Summer Staffing		One seasonal and one gardener positions filled in August.
Trees		Colburn Park Elms vaccinated

Arts & Culture Update

Project	Status
Tunnel Master Plan for Art	Draft completed and A/C review will be August.
Roundabout Art	Anticipating an art plan by end of August
Concert Series	Announced and underway

Special Events

Event	Status
Farmers' Market	Thursday weather has actually been good. Continues through September
National Night Out	Police event August 2. Rec had games and dunk tank.
July 4 th Celebration	Best fireworks show to date. Thunder cleared Colburn Park before music was finished.
Red White Blue 6.2 and 5k	Successful event with 222 finishers and 25 volunteers

Capital Project Updates

Project	Status
Playing Fields	Negotiating potential public private partnership
Community Center	Same discussion as playing fields
MRG Extension	Comments for abandonment paperwork has been received and ready to file.
Lebanon Ford Connector	Included in MRG Extension CIP
Storrs Hill LED Conversion	Under Contract. Summer project.
Storrs Hill Lodge and Ski Jump Improvements	Working on construction documents and sprinkler system cost estimate.